



City of South Bend

Vacancy Announcement

Post Date: Wednesday, March 11, 2015

Closing Date: Until Filled

POOL CASHIER

Category: Seasonal

Department: Parks

Reports To: Athletic Supervisor

Schedule: 40 hours/week, varied schedule Sunday-Saturday, 11 AM-6PM.

Pay Rate: \$9.50/hr. (Non-exempt)

Position: SUMMARY

The Cashier will oversee running the window at the pool or East Race Waterway which includes greeting customers, financial transactions, and answering the phone.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Customer Service- Greet and answer any questions put forth by the public.
- Answer the phone.
- Set up and run the register.
- Handle money, make change, fill out deposit slips, and close out the register.
- Assists lifeguards in enforcing the rules.
- Assist the lifeguards in an emergency.
- Responsible to count the register bank and bank deposit.
- Perform miscellaneous tasks as requested by the Assistant Recreation Director.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS

- High school graduate or equivalent preferred.
- Must possess basic math skills in order to balance daily deposit.
- Previous cash register and change making experience preferred.
- Experience in working with children required.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Interpersonal skills with the ability to communicate effectively and interact with people of all ages and diverse backgrounds.

- Skilled in conflict resolution.
- Ability to work well with others.

CERTIFICATES, LICENSE, REGISTRATION

- Valid Driver's License required.
- CPR/AED/First Aid Certification required or able to obtain within days of the program beginning.

EQUIPMENT

Copy and fax machine, cash register, mobile or portable phone, telephone, calculator, various tennis equipment, various concession equipment, broom, mop, sweeper, leaf blower, specific equipment to clean tennis courts.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. At times the heat and noise level can be extreme.

WORK ENVIRONMENT

Pool setting with noise level moderate to loud. Employee works primarily in an outdoor environment in all type weather conditions.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required
Comprehensive Background Check Required